

## Minnesota TSP Frequently Asked Questions About Certification Renewal

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Note: The national TechReg website was recently updated and contains a number of "I Want To..." fact sheets that can answer most of the above questions.

### **1) When can I renew my TSP certification?**

Your TSP certification is good for a 3-year period. Sixty days before the expiration of your certification, the TechReg website sends you an e-mail telling you to renew if you wish to continue as a TSP. At that time, your online TechReg account will display a "Renew" button. Prior to the 60-day period, the renewal process is not activated nor displayed on-screen to the TSP.

For example, a TSP originally certified on September 10, 2005 receives a renewal notice on July 12 2008 (60 days prior to expiration). The e-mail is sent to the address on the TSP's TechReg profile and advises to submit a renewal request prior to September 10, 2008. The TSP will not receive this e-mail if the e-mail address on the TSP's profile is incorrect or missing.

If you try to renew prior to the 60 day period, TechReg considers your attempt a modification to your existing TSP profile and not a renewal request. For example a re-certification prior to July 12 is considered a modification and if approved does not change your original expiration date of Sept. 10, 2005.

### **2) What if I can't renew my TSP certification before the deadline? Will I still be a TSP?**

No. Once the expiration date passes, your name will no longer be displayed on the TechReg website to potential clients. If your name does not appear on the public TechReg website ("Find a TSP"), then you cannot be paid for Technical Service Provider services until you renew your certification.

However, you still have a TSP account on TechReg. Log back in to your account, complete your TSP renewal request and submit the application to NRCS for review. Note that NRCS has 60 days to review your application after you submit it.

### **3) I want to re-certify in multiple states. Should I apply for all the states all at once?**

No. It would be quicker to get certified in your home state first. Then, once your home state accepts your application, you can add other states.

TechReg either accepts (certifies) all categories for all states or declines (defers) all categories for all states.

E.g. a TSP applies in 37 states for 289 categories. If all 37 states accept all 289 categories, the TSP is certified. However, it is very rare that a TSP meets all requirements in 37 states. If any one state has additional training requirements for any one category, then the entire 37-state 289-category TSP application is deferred. After being deferred, the TSP must change the application as indicated in the deferral e-mail notice and resubmit.

It is unusual for a TSP application involving four or five states to go through the first time. Generally, there are enough differences between states that at least one state needs additional information or training.

It is highly recommended you get certified in your home state first, then add other states a few at a time.

### **4) I've forgotten my password or my account has been de-activated and I can't login to the TechReg website. What should I do?**

You can reset your password or update your e-authentication information yourself provided your account hasn't been de-activated. Go to: <http://www.eauth.egov.usda.gov/>. Click on the [update your account link](#); then [continue](#);

then either request a password reset or to update click on [My Account](#) then choose [Update My Profile](#). Make the changes and click [Submit](#).

But E-Authentication de-activates your account after six months of inactivity to protect your personal information. Your account is probably de-activated.

If your account has been de-activated e-mail the [eAuthHelpDesk@ftc.usda.gov](mailto:eAuthHelpDesk@ftc.usda.gov) and request they re-activate your account. Include in your message: First name, middle initial, last name; City and State of residence; Date of Birth; Your Mother's Maiden Name; The 4-digit PIN you chose for your account (assuming you remember it) or the last 4 digits of your Social Security Number; and finally your e-Authentication User ID. Give a good description of the problem (I am Technical Service Provider trying to access the TechReg website to renew my certification and my account has been de-activated).

It can take the helpdesk longer than two weeks to process your request. When they re-activate your account, they provide you a temporary password. Once you login the next time, you will be prompted to change that temporary password.

**5) *The TechReg website has my old address/phone number/e-mail? How do I change my address/phone number/e-mail?***

Remember the TechReg site uses contact information from your SCIMS account and not from the e-Authentication system. Go to a local USDA Service Center with your government-issued ID (such as a driver's license) and ask them to update your SCIMS database record. Once the change in the SCIMS database has been made, it may take one day for the change to be reflected on the TechReg website.

You must have a phone number and current e-mail address in the SCIMS database maintained by USDA.

**6) *How can I satisfy the training requirements in Section F1, F2 and select categories in Section G?***

Section F1 Conservation Planning Part 1 (Modules 1-5) was added in 2006 for all TSP's. Either complete the training through NRCS' AgLearn system or obtain equivalent training from NRCS specialists in Minnesota. Click on the button labeled

"Add NRCS Training" in Section F1 of your TechReg profile to indicate completion of this requirement.

Section F2 TSP Orientation training is not required for renewals.

Additional training specific to selected categories or services is shown under those categories in Section G.

Most TSPs in Minnesota are currently certified in Nutrient Management-Organic and Inorganic and in Pest Management. These renewing TSPs are required to take modules 1-6 (Part 1) and module 7 (Part 2) of both the Nutrient and Pest Management Tracks of the NRCS course. Parts 1 (modules 1-6) of both courses are waived in Minnesota for CCAs, CPAGs, and CPCCs. Parts 2 (Modules 7) of both courses are in-state orientation; required; and offered formally (see <http://tsp.umn.edu/>) or informally by NRCS specialists in Minnesota.

A number of NRCS courses are currently available to TSPs online at the NRCS AgLearn Center (<http://www.aglearn.usda.gov/>) including.

1. Nutrient Management Track Part 1 (modules 1-6)
2. Pest Management Track Part 1 (modules 1-6)
3. Agricultural Waste Primer
4. Agricultural Waste Management Level 2
5. Conservation Planning Part 1 (Modules 1-5)

You need to create an AgLearn student account by signing in as a **New User on the site above**; Skip step 1 which is obtaining a Level 2 e-authentication account because you already have one; and register (Step 2). Registering requires selecting from drop down choices. Parent agency should be NRCS. State should be Mn. External TSP. Sponsoring official should be the name listed for Minnesota. And you are a student-not a contractor. It will take several days for your student account to become activated. Then you can log on as a **student** to register for select courses. In some cases it may take another day for Aglearn to recognize your log on and allow access to the course list.

**7) *I'm having trouble completing my TSP application on the TechReg website. Is there a detailed description I can read?***

Yes. The "I Want To" section on the TechReg homepage is an excellent resource for detailed directions. The sections titled "Become a TSP" and "Complete a TSP Renewal" are especially helpful. The main TechReg site is at: <http://techreg.usda.gov/>

**8) After reading the TechReg - Step by Step Guide, I still have Minnesota TSP certification questions. Who do I contact?**

E-mail Jeff St. Ores USDA-NRCS at:

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